

CareerPro Global®

Certified SWOB - SAMS Cage Code: 4E5K6 - Dunns: 163720233 – Contract #: 47QREA22D000H

About CareerPro Global (CPG)

CareerPro Global, in business for more than 30 years, specializes in federal resume writing, military transition resume writing, career advising, and related career training. Over the years, our team has assisted more than 65,000 customers to all levels of federal civilian employees to include the Senior Executive Service (SES), as well as all branches and levels of the Active Duty, Reserve, National Guard, and Veteran population. Our team consists of the most highly trained and experienced Resume Writers, Trainers, and Advisors in the career management industry. Further, our sought-after team includes Veterans, published authors, HR professionals, lawyers, expert technical writers, educators, journalists, editors, and PhDs. We enjoy a sterling reputation as a prominent industry leader and a longstanding 96%+ customer satisfaction rating.

Our Mission Statement and Enduring Commitment

CPG is committed to producing tailored and valuable career training, military transition assistance, resumes, Executive Core Qualifications, and other supporting documents to our customers, while providing service excellence, and remaining abreast of global employment and hiring trends. CPG has been built upon, and remains committed to the core factors of honesty, integrity, diversity, and a passion for helping others achieve their career goals. Our company has raised the bar in the career management industry by developing a Quality Management System consisting of a Quality Guided Process, Standard Operating Procedures, and the utilization of proven Best Practices.

Services, Training and Certifications:

SES

- ✓ ECQ Best Practices online tactical training
- ✓ ECQ Mastery online training
- ✓ ECQ workshops/webinars for small groups
- ✓ Individual SES coaching and writing

FEDERAL

- ✓ Master Federal Career Advisor (MFCA) and "Train the Trainer"
- ✓ Roadmap to Federal Jobs
- ✓ Master Federal Resume Writer (MFRW)
- ✓ Roadmap to An Effective USAJOBS Resume
- ✓ Resume workshops and individual coaching/writing

MILITARY

- ✓ Master Veteran Career Advisor (MVCA)
- ✓ Master Military Resume Writer (MMRW)
- ✓ Military Transition Resume workshops/webinars
- ✓ Individual resume and career coaching/writing

Books

Roadmap to the Senior Executive Service, Second Edition, March 2020

Roadmap to Federal Jobs, September 2018

Roadmap to the Senior Executive Service, May 2011

Roadmap to Job-Winning Military to Civilian Resumes, May 2012

Past Performance

CPG has supported jobseekers and customers from following agencies and many others: Department of Veterans Affairs; Department of Defense; Department of Education; Food and Drug Administration; Office of Management and Budget; Department of Homeland Security; Federal Aviation Administration; Department of Agriculture; National Science Foundation; Departments of the Army, Air Force, and Navy; Department of Education; Office of Personnel Management; National Aeronautics and Space Administration.

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General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Catalog/Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>.

Schedule Title: MAS – Multiple Award Schedule

FSC Group: Professional Services

Contract Number: 47QREA22D000H

Contract Period: January 25, 2022 through January 24, 2027

For more information on ordering from Federal Supply go to the GSA Schedules page at GSA.gov.

Contractor: CareerPro Global, Inc. dba
Career Pro Global, Inc.
5437 Bowman Road, Ste 120 #225
Macon, GA 31210
Phone Number: (478) 714-7569
Fax Number: (478) 742-2882
Email: badams@careerprocenter.net

Contract Administration Source: Barbara A. Adams
CareerPro Global, Inc. dba
Career Pro Global, Inc.
5437 Bowman Road, Ste 120 #225
Macon, GA 31210
Phone Number: (478) 714-7569
Fax Number: (478) 742-2882
Email: badams@careerprocenter.net

Website: www.careerproplus.com

Business Size: Small Business

Business Type: Woman Owned, Business, Woman Owned Small Business

Price list current as of Modification #PO-0004 effective 8/11/2022

Prices Shown Herin are Net (discount deducted)

Customer Information:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title
611430	Professional and Management Development Training
333318TDTM	Off-the-Shelf Training Devices and Training Materials
OLM	Order-Level Materials (OLM's)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4 or add Rate table

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Page 4

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Macon, GA

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts.

SIN – 611430 - 1.00% on Orders of \$250,000 or more, 2.00% on orders of \$350,000 or more, 3.00% on orders of \$450,000 or more;

SIN 333318TDTM – 25 or more - \$18.50 ea.

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

0.00%; Net 30 Days - Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. Foreign items (list items by country of origin). Not Applicable

- 10a. Time of delivery. (Contractor insert number of days.) Contact Contractor
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor
- 10c. Overnight and 2-day delivery. Contact Contractor
- 10d. Urgent Requirements. Contact Contractor
- 11. F.O.B. point(s). Destination
- 12a. Ordering address(es). Same as Contractor
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address(es). Same as Contractor
- 14. Warranty provision. Standard Commercial Warranty Terms & Conditions
- 15. Export packing charges, if applicable. Not Applicable
- 16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
- 17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
- 19. List of service and distribution points (if applicable). Not Applicable
- 20. List of participating dealers (if applicable). Not Applicable
- 21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable
- 23. Unique Entity Identifier (UEI) number. UCFZFQ9YTK16
- 24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

Course Title: ECQ Mastery (online course, includes two rounds of editorial feedback)

Course overview: Are you considering applying for an SES position? Then you're probably like most people, who don't know where to start and feel overwhelmed by this graduate-level writing assignment.

ECQs are the heart and soul of most SES applications and the final standard by which you will be evaluated after being selected for an SES position. In this first-of-a-kind online course, the most experienced company in the career management industry will teach you how to write your own ECQs.

CareerPro Global has assisted more than 4K federal, military, and corporate professionals in developing their SES applications. We also published the first book on SES Applications (Roadmap to the Senior Executive Service, 2011), along with a second edition, released in 2020 with updated practices.

The course provides clear instruction, proven best practices, and a step-by-step process for understanding the ECQ assessment process, choosing which of your career accomplishments to showcase, and of course writing those stories as effectively as possible to meet Office of Personnel Management (OPM) standards.

After you write your ECQs, you can send them in for two rounds of editorial feedback from one of our Master Senior Executive Writers and Coaches, who will help you to integrate the 28 executive competencies and other best practices. *Scheduling is required with a 5–10 business day turnaround.

Training Objectives: The goal of this course is to simplify a daunting writing exercise by making sure students understand the OPM standards and that they have a clear process and powerful tools for writing their own ECQs. In addition, the online format allows students to set their own pace and access the course for three months, during which time they can watch the videos over and over again and access the training from anywhere, anytime.

Course outline: Course Introduction, Checkpoint 1- The SES Application/Hiring Process, Checkpoint 2 – ECQ Best Practices and Executive Storytelling Techniques, Checkpoint 3- Writing Your Leading Change narrative, Checkpoint 4 - Writing Your Leading People narrative, Checkpoint 5 - Writing Your Results Driven narrative, Checkpoint 6 - Writing Your Business Acumen narrative, Checkpoint 7 - Writing Your Building Coalitions narrative, Checkpoint 8 - Using the ECQ Builder to Capture Your Rough Content, Checkpoint 9 – Writing a Strong First Draft, Checkpoint 10 – Receiving Editorial Feedback and Finalizing Your ECQs

Course Length: 90 days

Min Participants: 1

Max Participants: 1

Course Title: SES One-on-One ECQ Coaching (30 days)

Course overview: The Office of Personnel Management (OPM) advises that you should expect to devote 60 or more hours to developing your Executive Core Qualifications (ECQs). Most professionals do not have that kind of time to spare and don't understand the unique standards and best practices involved in this graduate-level writing assignment. This service is designed to streamline the process and partner you with a coach and professional writer who will guide you along the way. Everyone is different of course, but most people using this service spend approximately 80% less time on writing their ECQs than OPM estimates. This is truly a partnership, and by the end of the process, you will have a fully developed set of ECQs. Projection of coaching and editing time by a seasoned Master Senior Executive Writer and Coach is estimated between 10 and 15 hours.

Course outline: The process will begin with a 60–90-minute phone call during which the assigned Master Senior Executive Writer and Coach will explain the best practices and how to use the ECQ builder. They will also answer your questions, help brainstorm potential ECQ stories, and teach you how to flesh out your ECQ stories through the lens of the 28 executive competencies. You will leave this call feeling motivated by the clarity, powerful tools, and support you receive! - You will then spend the next 14–21 days completing our signature ECQ builder with your rough draft materials. This is a highly iterative process, where you send in the ECQ stories one or two at a time, and your Master Senior Executive Writer and Coach provides specific and tailored feedback, along with follow-up questions and guidance on how to best address the various executive competencies. - Once all the rough draft materials are received, within 14 days your Master Senior Executive Writer and Coach will then revise the rough draft into a polished document that integrates all the best practices, such as addressing the competencies, using the Challenge-Context-Action-Result (CCAR) format, and providing executive-level accomplishments and results. - Your ECQs will then be sent to our in-house proofreaders, who will check for grammar, flow, consistency, and accuracy. - You will then receive a draft of your ECQs and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document. - Your writer will advise if your changes are not aligned with best practices, make any and all edits you wish, and send you back a final draft that you can submit with confidence!

Course Length: 30 days

Min Participants: 1

Max Participants: 1

Course Title: One-on-One SES Resume Coaching (21 days)

Course overview: You can't apply for a Senior Executive Service (SES) vacancy without a resume, but you can set yourself apart from the competition with a tailored, accomplishment-driven executive leadership resume! Our highly accomplished team has assisted many thousands of applicants in developing their resumes and can apply the best practices we've gained in order to assist you. The process involves partnering with a seasoned Master Senior Executive Writer and Coach, providing your career documentation for the past decade, and answering their questions about your top accomplishments and career goals. Your writer will then demonstrate how to analyze the vacancy announcement and how to upgrade your old resume into a compelling presentation that tells your story and matches your relevant skills and experience with the language of and qualifications listed in the vacancy announcement. At the end of this partnership, you will have a strong SES resume that you can submit with confidence!

Course outline: The process will begin with a 30–60-minute phone call during which your assigned Master Senior Executive Writer and Coach will explain the best practices and the information gathering process, then answer your questions. - You will then spend the next 7–14 days providing your career documentation and filling out a tailored resume questionnaire. This is an iterative process, where your writer provides specific and tailored feedback, along with follow-up questions as needed. - Once all the rough draft materials are received, within 7 days your Master Senior Executive Writer will upgrade your old resume into a comprehensive document that integrates all the best practices, such as providing executive-level accomplishments and results. - Your resume will then be sent to our in-house proofreaders, who check for grammar, flow, consistency, and accuracy. - You will then receive a draft of your new SES resume and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document. - Your writer will advise if your changes are not aligned with best practices, make any and all edits you wish, and send you back a final draft that you can submit with confidence!

Course Length: 21 days

Min Participants: 1

Max Participants: 1

CareerPro Global[®] Master Federal Career Advisor Certification (online course)

TRAINING

Price: **\$2,176.32**

Course Title: Master Federal Career Advisor (MFCA) Certification (online course)

Course overview: Thousands of people out there want to apply to the federal government, and www.USAJOB.S.gov has 10K or more open positions every day! But job seekers are often confused and overwhelmed by the massive amount of jobs and application requirements. They need your help, and by becoming a Master Federal Career Advisor (MFCA), you will be able to inform and empower them with resources and support. This course is based on our 30 years of experience as an industry leader and the best practices and tools we have developed after assisting over 60K customers! With our brand-new Roadmap to Federal Jobs book and process, and an online course designed for the busy professional, it's never been easier to become a certified career advisor than it is right now! This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and more. Plus, this and all of our online courses include specific learning objectives and built-in knowledge checks to ensure that students fully understood the best practices being shared.

Training Objectives: To provide students with the knowledge and resources to help shape their clients' understanding of the federal employment landscape in the 21st century. Additionally, students will learn how to determine client qualifications and to advise them in finding jobs and developing effective application materials. The MFCA Toolbox will add huge value and help students to be more effective advisors by providing them with powerful, relevant resources such as job-winning resume samples, templates, a KSA worksheet, practical exercises, knowledge checks and more! All of this useful information is presented in our five-checkpoint format, making it easier to read and interpret as each section builds on the last. Although students can take the course at their own pace over the course of 90 days, the recommended approach is a six-week process. Following that schedule, each week, students will complete one checkpoint and take a quiz to ensure their mastery of the information. After finishing all the check points, students can complete the final exam in week six and become a certified MFCA!

Course outline: Introduction - Understanding the federal landscape Checkpoint 1 - Selecting a starting point/job Checkpoint 2 - Determining your qualifications for a specific job Checkpoint 3 - Developing an effective federal resume Checkpoint 4 - Knowledge, Skills, and Abilities (KSAs) and occupational questionnaires Checkpoint 5 - Applying for the job and following up Checkpoint 6 - Preparing for the interview Checkpoint 7 - Special guidance for military personnel, veterans, and spouses Checkpoint 8 - The Senior Executive Service (SES) Final project - Within 14 days of completing the course, you will be required to use the Roadmap to Federal Jobs process to analyze the resumes of two fictional clients, locate potential vacancies for them on www.USAJOB.S.gov, identify key words and required documents, and explain why you feel the fictional client would be a good fit.

Course Length: 90 days

Min Participants: 1

Max Participants: 1

Course Title: Master Federal Career Advisor-Trainer (MFCA-T) Certification (online course)

Course overview: Okay, so you've earned your Master Federal Career Advisor (MFCA) certification and are providing federal career coaching to individual job seekers on reaching their career goals. That's wonderful, but what if you want to train groups of people on our Roadmap to Federal Jobs process in a classroom setting? Only CareerPro Global can certify people as MFCAs, but by taking this short course and earning the Trainer designation (MFCA-T), you will receive the authority and additional guidance needed to utilize our PowerPoint slides, tools, books, Roadmap to Federal Jobs process, and other materials to educate groups on finding, understanding, and applying for federal jobs. The MFCA certification is required first, in order to take this add-on course.

Training Objectives: To empower MFCAs to be effective instructors and to effectively use the provided slides, trainer tool kit, 20 copies of the Roadmap to Federal Jobs book, and other resources in a group/classroom setting.

Course Length: 90 days

Min Participants: 1

Max Participants: 1

Course Title: Roadmap to Federal Jobs Training (online course)

Course overview: Do you want to better understand the federal landscape and application process, but you're confused and overwhelmed by the massive amount of jobs and application requirements? If so, this self-paced online course is for you! Our Roadmap to Federal Jobs process is founded on 30 years of experience as an industry leader, as well as the many best practices and tools we have developed while assisting over 60K customers!

Training objectives: To enhance job seekers' understanding of the federal employment landscape in the 21st century and empower them to find and interpret vacancy announcements, determine their qualifications, and develop effective application materials. The course will also include several resume samples; templates; a Knowledge, Skills, and Abilities (KSA) worksheet; and knowledge checks to ensure students understand the material.

Course outline: Introduction - Understanding the federal landscape, Checkpoint 1 - Selecting a starting point/job, Checkpoint 2 - Determining your qualifications for a specific job, Checkpoint 3 - Developing an effective federal resume, Checkpoint 4 - KSAs and occupational questionnaires, Checkpoint 5 - Applying for the job and follow up, Checkpoint 6 - Preparing for the Interview, Checkpoint 7 - Special guidance for military personnel, veterans, and spouses, Checkpoint 8 - The Senior Executive Service (SES)

Course Length: 90 days

Min Participants: 1

Max Participants: 1

Course Title: Master Federal Resume Writer (MFRW) certification (online course)

Course overview: The federal government's hiring portal (www.USAJOBS.gov) has 10K or more open positions posted every day! But job seekers often fail to understand the proven best practices for writing tailored and effective federal resumes, so they don't achieve the results they want in their careers. Here at CareerPro Global, we have assisted more than 60K job seekers over the past three decades, and have learned from each on as a unique case study. By doing so, we have validated time and time again the best ways to present a jobseekers most relevant experience, and to write compelling accomplishment statements, all while tailoring and optimizing their resumes. This MFRW certification distills our knowledge and proven best practices into an easy to follow, convenient five-checkpoint format with intuitive knowledge checks and a final project to ensure mastery of the materials. This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and others. Students will learn how to tailor and optimize federal resumes toward a specific vacancy or type of federal occupation. The course also features built-in knowledge checks to ensure that the best practices are fully understood. This online course is ideal for the busy professional and makes it easier than ever to become a certified MFRW!

Training objectives: To provide MFRWs with a repeatable, step-by-step process for helping jobseekers develop and tailor their resumes, write strong accomplishments, and showcase their most relevant skills, education, and experience for hiring managers. MFRWs will also receive sample resumes, templates, and other helpful resources!

Course outline: Checkpoint 1 – Find jobs on the USAJOBS.gov website, Checkpoint 2 - Identify keywords/headlines, Checkpoint 3 - Create the framework for the USAJOBS resume, Checkpoint 4 - Write the duties and accomplishments for each position, Checkpoint 5 – Edit and Complete the USAJOBS resume, Final project - Within 14 days of completing the course, you will be required to write two versions of a federal resume for a fictional client. Sample resumes, position descriptions and performance appraisals will be provided.

Course Length: 90 days

Min Participants: 1

Max Participants: 1

Course Title: Master Military Resume Writer (MMRW) certification (online course)

Course overview: Based on decades of experience, the Master Military Resume Writer (MMRW) certification program teaches students best practices for writing military transition resumes and thus providing vital military transition assistance. The course includes knowledge checks and a final project to help retain the information being shared. Students will receive expert instruction, resume samples and templates.

Training objectives: To teach new or experienced resume writers how to interpret military documentation, “demilitarize” the content, and write engaging and tailored federal and private sector resumes for veterans.

Course outline:

Checkpoint 1 – Knowing your options and finding jobs

Checkpoint 2 – Identifying your skills and write your accomplishments

Checkpoint 3 – Writing your military-to-federal resume

Checkpoint 4 – Writing your military-to-private-sector resume

Checkpoint 5 – Submitting your application materials and preparing for the interview

Final Project – At the completion of the modules and knowledge checks, students complete a final project that includes writing a private-sector and a federal resume for a fictional veteran. We will review your product and provide feedback based upon the concepts introduced in the course. If your sample resumes are incomplete or unacceptable, you may be asked to revise the documents. Finally, student resources include sample resumes and cover letters, blank templates, a vision statement worksheet, and other useful tools.

Course Length: 90 days

Min Participants: 1

Max Participants: 1

Course Title: SES Group Workshop – ECQ Best Practices

Course overview: Some agencies want to gather 7–10 of their up-and-coming leaders to receive some live webinar-based training from a seasoned Master Senior Executive Writer. That's where we come in.

CareerPro Global has assisted more than 4K federal, military, and corporate professionals in developing their Senior Executive Service (SES) applications. We also published the first book on SES applications (Roadmap to the Senior Executive Service, 2011), along with a second edition, released in 2020.

This webinar is designed to provide roughly 60 minutes of tactical instruction from a seasoned SES writer and coach on Executive Core Qualification (ECQ) best practices, and the rest of the session is for live Q&A. In addition, each student has the option to submit their ECQs within 14 days of the webinar, and within 14 days of receipt, one of our writers will provide detailed and tailored editorial feedback within the document to help align their unique stories with Office of Personnel Management (OPM) standards.

Does your agency have a small group of up-and-coming employees who need to sharpen their Executive Core Qualification (ECQ) writing skills? Instead of trying to instruct each one on your own, invest in a course that will provide the best instruction to your team while also preserving your valuable schedule.

Training objectives: To inform and empower small groups of future executives within an agency on the tactical, proven best practices for selecting ECQ stories and telling them in the most effective and impactful way possible on the page.

Course Length: 2 hours

Min Participants: 7

Max Participants: 10

Course Title: Group Coaching Workshop on USAJobs Resume Best Practices

Course overview: Over the past three decades, CareerPro Global's world-class team has assisted more than 60K job seekers in developing their USAJOBS/federal resumes. Our expertise has earned our clients thousands of federal jobs, making CareerPro Global the leading authority on writing federal resumes. This webinar is designed to provide 90 hours of instruction from a seasoned federal resume writer, along with 30 minutes of Q&A.

Training objectives: To inform and empower groups of job seekers on the tactical, proven best practices for writing tailored, accomplishment-driven resumes that tell their unique story and highlight their most impactful skills, education, and experience.

Course outline: We detail our proven five-checkpoint method in the webinar, which offers your team a step-by-step, repeatable template to write a federal resume. By following this rubric, they can recreate our successful method: 1. Look at jobs on USAJOBS.gov and determine the qualifications; 2. Find keywords to incorporate into the resume's headlines; 3. Draft the framework of the resume, focusing on knowledge, skills and abilities; 4. Write the accomplishments and duties for every past position; 5. Edit and complete the resume, returning to best practices to ensure they hit every critical point.

Course Length: 2 hours

Min Participants: 1

Max Participants: 30

Course Title: Roadmap to Developing an Effective USAJobs (Federal) Resume

Course overview: This online resume writing course is designed to help individual job seekers understand the best practices for effective federal resumes. Using a five-checkpoint format, you will learn how to tailor and optimize your resume toward a specific vacancy or type of federal occupation. The course also features built-in knowledge checks to give students (and their managers) peace of mind that the best practices are fully understood.

Training objectives: To educate and empower job seekers with a repeatable, step-by-step process for developing and tailoring their resumes, writing strong accomplishments, and showcasing their most relevant skills, education, and experience for hiring managers. Students will also receive sample resumes, templates, and other helpful resources!

Course outline: Checkpoint 1 – Finding and selecting jobs on the USAJOBS.gov website, Checkpoint 2 – Identifying keywords/headlines to use in your federal resume, Checkpoint 3 – Creating the framework for your USAJOBS resume, Checkpoint 4 – Writing your duties and accomplishments for each position, Checkpoint 5 – Writing your USAJOBS resume

Course Length: 2 hours

Min Participants: 1

Max Participants: 1

Course Title: SES Interview Preparation

Course overview: If you plan to have an SES interview anytime soon, you may want to hire a seasoned SES coach and writer to further prepare you for perhaps the most important interview of your life. Career Pro Global's SES interview Prep is designed to help you relay your strengths to prospective employers, and to be better prepared to tell value-added stories.

Training objectives: By working with an experienced SES expert, conducting the mock interview, and having the interview prep worksheet, you will be much more prepared and confident when the real interview happens!

Course outline: First, one of our seasoned Master Senior Executive Writers will call you to discuss your target job/series and gather some information to customize your interview coaching. Your coach will then send you an interview prep worksheet with concise ECQ summaries/talking points in the Challenge-Context-Action-Result (CCAR) format, and other key information. After you've taken the time to study the worksheet, you will schedule a 60-minute mock interview (phone or video call, it's your choice) and then receive immediate, constructive feedback.

Course Length: 4 hours

Min Participants: 1

Max Participants: 1

SIN/SIN(s) Proposed	Course Title	Price Offered to GSA (including IFF)
611430	ECQ Mastery (online course, includes two rounds of editorial feedback)	\$1,741.06
611430	SES One-on-One ECQ Coaching (30 days)	\$3,191.94
611430	One-on-One SES Resume Coaching (21 days)	\$1,934.51
611430	Master Federal Career Advisor (MFCA) certification (online course)	\$2,176.32
611430	Master Federal Career Advisor–Trainer (MFCA-T) certification (online course)	\$483.63
611430	Roadmap to Federal Jobs Training (online course)	\$241.81
611430	Master Federal Resume Writer (MFRW) certification (online course)	\$1,837.78
611430	Master Military Resume Writer (MMRW)	\$1,450.88
611430	SES Group Workshop – ECQ Best Practices	\$6,190.43
611430	Group Coaching Workshop On USAJOBS Resume Best Practices	\$2,418.14
611430	Roadmap to Developing an Effective USAJOBS (Federal) Resume	\$348.21
611430	SES Interview Preparation	\$1,160.71

SIN	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	DISCOUNT PRICE OFFERED TO GSA (including IFF)	QUANTITY/VOLUME DISCOUNT
3333 18TD TM	Roadmap to the Senior Executive Service book (2nd edition)	Book overview: CareerPro Global's senior writing team develops thousands of interview and job-winning Senior Executive Service (SES) applications each year, and Roadmap to the Senior Executive Service has been written from their insider's perspective. The five-point process teaches readers how to find federal SES jobs, understand the hiring process, then develop and submit their own application materials—to include an SES resume, Executive Core Qualifications (ECQs), and Technical Qualifications (TQs). If you want to learn how to determine if you are qualified for an executive role in the government and then write a comprehensive, interview-winning, and Office of Personnel Management (OPM)—compliant SES application package, this book is for you. Entry into the SES begins here! Book outline: Checkpoint 1 - Understanding the SES, Checkpoint 2 - Finding SES jobs and navigating the hiring process, Checkpoint 3 - Developing an effective SES resume, Checkpoint 4 - Writing your ECQs and TQs, Checkpoint 5 - Submitting your application, and preparing for the interview, Executive Toolbox with sample ECQs, resumes, and TQs, along with blank templates, builders, and other tools!	EA	\$ 28.00	25 or more = \$18.50 EA

SIN	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	DISCOUNT PRICE OFFERED TO GSA (including IFF)	QUANTITY/VOLUME DISCOUNT
3333 18TD TM	Roadmap to Federal Jobs book	Book overview: CareerPro Global's senior writing team develops thousands of interview and job winning USAJobs resumes each year, and Roadmap to Federal Jobs has been written from their insider's perspective. The eight-point process teaches readers how to find federal jobs, understand the hiring process, then develop and submit their application materials—to include resumes; Knowledge, Skills, and Abilities (KSAs); and cover letters. If you want to learn from the industry-leading team how to navigate the often complicated process of applying for and entering the federal workforce, you need this book! Book outline: Introduction - Understanding the federal landscape, Checkpoint 1 - Selecting a starting point/job, Checkpoint 2 - Determining your qualifications for a specific job, Checkpoint 3 - Developing an effective federal resume, Checkpoint 4 - KSAs and occupational questionnaires, Checkpoint 5 - Applying for the job and following up, Checkpoint 6 - Preparing for the Interview, Checkpoint 7 - Special guidance for military, personnel, veterans, and spouses, Checkpoint 8 - The Senior Executive Service (SES) Federal Career Toolbox with resume samples, templates, a KSA worksheet, and more!	EA	\$ 28.00	25 or more = \$18.50 EA

SIN	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	DISCOUNT PRICE OFFERED TO GSA (including IFF)	QUANTITY/VOLUME DISCOUNT
3333 18TD TM	Roadmap to Job-Winning Military to Civilian Resumes book	Book overview: This book is founded on three decades of experience assisting tens of thousands of veterans at all ranks and from all branches of the military. The book's authors also developed the Master Veteran Career Advisor (MVCA) and Master Military Resume Writer (MMRW) certifications. Readers will learn how to write military-to-federal, military-to-defense-contractor, and military-to-corporate resumes that are proven to earn job interviews. There is also a Veteran's Toolbox that contains tons of useful information and resources, including resume samples and easy-to-use templates. Training Objectives: Armed with all of this information, the 21st-century veteran will be able to transition fast, strategically, and with confidence. Book outline: Checkpoint 1 - Knowing your options and finding jobs, Checkpoint 2 - Identifying your skills and writing your accomplishments, Checkpoint 3 - Writing your military-to-federal resume, Checkpoint 4 - Writing your military-to-private-sector resume, Checkpoint 5 - Submitting your application materials and preparing for the interview, Resources include sample resumes and cover letters, blank templates, a vision statement worksheet, and many other useful tools.	EA	\$ 28.00	25 or more = \$18.50 EA

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.